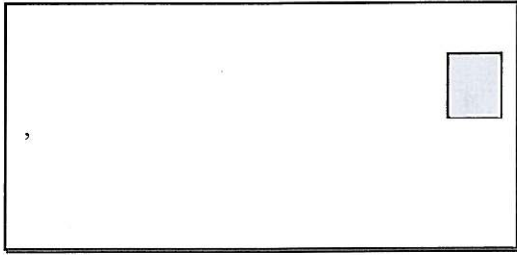


**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>STURLA, J</u>
Expense Dates	<u>07/08/10-07/29/10</u>
Total Expense Amount	<u>594.17</u>
Amount Due Employee	<u>259.97</u>
Form ID	<u>TEA000713548</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	07/08	Parking, Auto	18.00	
2)	07/28	Parking, Auto	9.00	
3)	07/29	Lodging	165.47	
4)	07/29	Parking, Auto	9.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*